

**CITY OF HUMBOLDT
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	City Administrator	Incumbent:	Aaron Burnett
Department:	Administration	Reports to:	City Council
		FLSA Status:	Exempt

POSITION PURPOSE

The City Administrator works with the Mayor and City Council. The City Administrator directs and coordinates administration of the Humboldt city government according to City ordinances, resolutions, Council policies and directives and other authorizations; appoints personnel as required by ordinance or state law; supervises activities of all City departments; plans capital projects for future development; and assists the Council with long-range and short-range planning.

REPORTING

This position works under the broad policy guidance of the Humboldt City Council. Reporting to this position are all administrative support staff personnel and the following public service departments: Police Department, Fire Department, Library Department, Parks Department, Recreation Department, Solid Waste/Recycling Department, Waste Water Treatment Plant, Streets Department, Airport Department, Zoning and Building Administration Department, and City Clerk's office.

LIAISON TO

Humboldt County Development Association, Humboldt Public Library Board of Trustees, Humboldt Parks & Recreation Board, Humboldt-Dakota City Area Chamber of Commerce, Humboldt County Board of Supervisors, Humboldt County Landfill Commission, MIDAS Council of Governments.

PRINCIPAL ACCOUNTABILITIES

Supervises enforcement and execution of City laws.

Attends all meetings of the Council unless excused by the Council.

Recommends to the Council such measures as may be necessary or expedient for the good government and welfare of the City.

Administers municipal affairs as directed by the Council. (All City departmental administration requiring the attention of the Council shall be brought before the Council by the City Administrator. Council involvement in administration initiated by the Council must be coordinated through the City Administrator.)

Supervises and directs the official conduct of all officers, departments, and employees of the City, specifically including but not limited to police, fire, street, parks, sanitation, recreation, airport, and administrative departments. (To effectuate this responsibility, the City Administrator shall have the power and authority to employ such assistance and other employees of the City for which the Council has approved the position generally and to discharge all employees of the departments, unless a City board or commission or the City Council itself is otherwise specifically authorized or directed to employ,

appoint and/or discharge certain employees under other provisions of this code. However, a departmental head, subject to the approval of the City Administrator, shall have the authority to suspend or otherwise discipline (but not discharge) subordinate subject to their control. Notwithstanding any other provisions of this chapter, the Mayor shall retain the power to appoint the Police Chief (subject to Council approval) and Fire Chief; and the City Council retains the power to appoint the City Clerk and City Attorney.)

Supervises the performance of all contracts for work to be done for the City, including all purchases of material and supplies and see that such materials and supplies are received, and are of the quality and character called for by the contract.

Represents the City as directed by the Council in all negotiations with employees, contractors, architects, engineers and other independent contractors in matters in which the City might have an interest.

Supervises the construction, improvement, repair, maintenance, and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates for capital improvements.

Cooperates within and advise any administrative agency, city board or commission, or, the Water Works Board of Trustees, and act as the Council's liaison with such entity.

Investigates the affairs and conduct of any department, agency, officer, or employee under the supervision of the Administrator as deemed appropriate.

Keeps the Council fully advised of the financial and other conditions of the City, and of its future needs.

Makes periodic reports of the general condition of the City in writing at such intervals as the Council directs.

Coordinates with the City Attorney in the preparation of ordinances and consult with the City Attorney on legal matters. (The City Attorney shall not be considered a department head for the purpose of this article.)

Orders in writing the removal at public expense, any nuisance for which no person can be found responsible and liable. (Any such order to remove a nuisance shall be carried out by the Police Department under the direction of the Police Chief.)

Facilitates economic development.

Coordinates interdepartmental affairs of various boards and commissions of the City and assists them in meeting their duties under the City Code.

SPECIFICATIONS

Skills and Abilities

Good human relations, verbal and written communication skills, including ability to negotiate contracts and make presentations. Proven managerial skills such as planning, directing, organizing, controlling, and coordinating. Process minded and good organization, analytical,

critical thinking, and problem-solving skills. Ability to manage multiple projects. Demonstrated ability to use personal computers and common business software applications. Demonstrated ability to produce results with previous assignments. Ability to effectively monitor and develop subordinates. Ability to serve as a change agent. Ability to obtain an Iowa driver's license and operate a motor vehicle. Must be bondable.

Educational Development

Thorough knowledge of municipal government or business administration, normally acquired through a four-year college level course of study, or equivalent experience. A Master's Degree in public administration is beneficial.

Experience

Experience and a thorough knowledge and understanding of municipal government and administrative procedures as would be acquired through two to five years of experience in progressively more responsible positions.

Physical, Mental, and Visual Effort

Continuous speaking, hearing and visual effort. Position requires sitting at desk, frequent walking and standing, and occasionally lifting or moving up to 40 lbs. Continuous mental and visual concentration requiring attention to detail and accuracy. Must plan and lay out complex work. Tasks require constant alertness and considerable mental concentration due to degree of difficulty, irregularity and variety. Stress due to working with a great number of personalities, work pace, and pressure will be present.

Working Conditions

Normal office environment.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the Employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek.

Employee's Signature

Date

Department Head

Date